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**GUIDELINE FOR CONDUCTING A HAZARD ANALYSIS  
CRITICAL CONTROL POINT (HACCP) PLAN REVIEW**

Maryland law and regulations require that certain information be provided to the Health Department when a food service facility is being constructed, whether it is a new facility or one that is being remodeled. General requirements for submittal of the equipment listing, finish schedules, and other items have been in existence for some time, but regulations enacted in 1991 require new items of information. This guideline will assist you in providing the information needed by the Health Department for evaluating the proposed food handling and preparation procedures to determine potential health risks. A submittal with this information is called a HACCP plan. A HACCP plan is required for certain facilities that, following a preliminary priority assessment are classified as a high or moderate facility. The following items need to be addressed in a Hazard Analysis Critical Control Point (HACCP) plan:

1. Provide a copy of the menu or a written description of the foods that will be prepared and served.
2. Place an X next to the type of food service system that describes most accurately the system or systems you will use.

- Cook Serve
- Cook Hot Hold Serve
- Cook Chill Reheat Hot Hold Serve
- Cold Hold Serve
- Commercially packaged food only (except beverages)
- Other (Please describe : \_\_\_\_\_)

The most accurate description of this facility is:

|                      |                            |                         |
|----------------------|----------------------------|-------------------------|
| Fast food _____      | Banquet service _____      | Grocery _____           |
| Cafeteria _____      | Catering on-site _____     | Mobile truck/cart _____ |
| Table service _____  | Catering off-site _____    | Seasonal _____          |
| Delicatessen _____   | Hospital/institution _____ | Tavern _____            |
| School/college _____ |                            |                         |

Facility Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Food service facilities that are classified by the Health Department as a high or moderate priority facility must submit the following information.**

3. Using the equipment layout or schedule, show that you will provide the equipment necessary to meet the needs of the food service system you have identified. For example, if you identified cook-chill-reheat-hot-hold-serve as the food service system you will use, you must provide at least:
  1. Cooking equipment
  2. Refrigeration equipment
  3. Equipment to chill hot food rapidly
  4. Steam table or other hot hold equipment
4. Provide a functional flow plan showing how the food will flow from the time it is received until **it is (delivered to the customer) sold**. This should show the relationship of work areas to storage areas and to traffic aisles, the sequence of production, handling of soiled equipment and dishes, separation of dirty areas from clean areas, and how you will prevent cross-contamination between raw food areas and cooked food areas.
5. The Health Department will identify which of your menu foods are frequently involved in outbreaks of a foodborne disease. It is important that you analyze carefully how you will prepare and handle these foods. For these identified foods, you must submit to the Health Department the most important steps (the critical control points) in preparing these foods that demonstrate you are making every effort to ensure that these high-risk foods are safe to eat. Critical control points generally include cooking, chilling, reheating, and hot-holding; other steps may be included, depending on the food.

The HACCP plan must identify: Critical Control Points (CCP's), critical limits for the CCP's, monitoring procedures for the CCP's, corrective actions should something go wrong at the CCP's, verification procedures to ensure proper monitoring of CCP's, e.g. calibrate equipment and thermometers, record review such as temperature logs, and equipment use at each CCP.

6. You must submit written procedures showing corrective action if employee error, equipment malfunction, or power failure causes a critical control point violation.

The corrective action for improper cold holding should reflect that the food is rapidly re-chilled to an internal temperature of 41°F or below, if the food has exceeded 41°F for a verifiable period of not more than 2 hours. Alternatively, the corrective action may state that the food is discarded if the food has exceeded 41°F for more than 2 hours or if the time the food has been out of temperature is not verifiable.

The corrective action for improper hot holding should reflect that the food is rapidly re-heated to an internal temperature of 165°F or above, if the food was below 135°F for a verifiable period of not more than 2 hours. Alternatively, the corrective action may state that the food is discarded if the food has exceeded 41°F for more than 2 hours or if the time the food has been out of temperature is not verifiable.

7. You must develop a written procedure that describes how you will train a new employee on the critical control point procedures and how to monitor them.
8. When you open for business, the written procedures for controlling and monitoring the critical control points for each identified food must be readily available in the food preparation area.
9. Specify the number of meals prepared on an average daily.
10. Specify whether you serve groups of persons who are particularly susceptible to disease, for example, very young, aged, hospitalized, or otherwise compromised.

### HACCP Plan Form (Example 1)

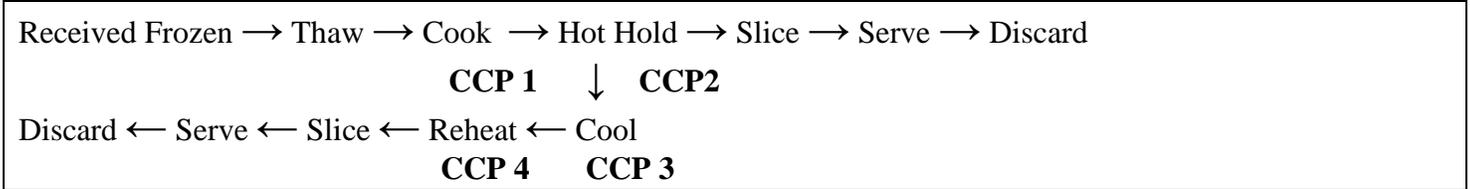
**Facility:** ABC Restaurant

**Preparer:** CDE Consultants

**Date:** 00/00/00

**Food Item:** Beef Roast/Sliced Beef

**Follow diagram or descriptive narrative of the food preparation steps for the food item:**



### HACCP Chart

| Critical Control Points (CCPs)   | Monitoring Procedures  | Corrective Actions   | Equipment Utilized (type and quantity) |
|--|--|--|--|
| 1. <u>Cook</u> to internal temperature of 145°F  | Check the temperature of the product's center with a calibrated stem thermometer | Continue to cook   | Convection Oven (2)                    |
| 2. <u>Hot Hold</u> at minimum of 135°F   | Check the internal temperature of the product every hour                         | If internal temp. is less than 135°F for more than 2 hr. – Discard.<br>If internal temp. is less than 135°F for 2 hr. or less, rapidly reheat to 165°F for 15 seconds. | Heat Lams (4)                          |
| 3. <u>Cool</u> so that the internal temperature is less 70°F in 2 hrs., and less than 41°F in an additional 4 hrs. | Check the internal temperature of the product at one hour intervals.             | Discard product  | Walk-in Cooler (1)                     |
| 4. <u>Reheat</u> to internal temperature of 165°F for at least 15 seconds  | Check the internal temperature of the product                                    | Discard product if it fails to reach 165°F within 2 hours.   | Convection Oven (2)                    |

### HACCP Plan Form (Example 2)

**Facility:** ABC Restaurant

**Preparer:** Don Smith

**Date:** 00/00/00

**Food Item:** Chicken Noodle Soup

**Flow diagram or descriptive narrative of the food preparation steps:**

Cook chicken (CCP 1) > Prepare soup > Cook (CCP 1) > Hot Hold (CCP 2) > Cool (CCP 3) > Reheat (CCP 4) > Hot Hold (CCP 2) > Discard

**HACCP Chart**

| <b>Critical Control Points (CCP)</b>  | <b>Monitoring Procedures</b>                                     | <b>Corrective Action</b>  |
|---|--|---|
| <p>CCP1<br/>Cook Chicken to a minimum of 165°F.<br/><br/>Heat soup to a minimum of 165°F.</p>   | <p>Check internal temperature.</p>                               | <p>Continue to cook until food reaches 165°F.</p>   |
| <p>CCP 2<br/>Hot Hold soup at a minimum of 135°F.</p>   | <p>Check internal temperature of the soup every 2 hours.</p>     | <p>Rapidly heat soup to 165°F if found out of temperature for less than 2 hours. Discard if greater than 2 hours.</p>   |
| <p>CCP 3<br/>Cool soup from 135°F to 70°F within 2 hours, and from 70°F to 41°F within an additional 4 hours</p>  | <p>Check internal temperatures of soup at 1.5 and six hours.</p> | <p>If soup has not reached 70°F in the first 1.5 hours, separate into smaller containers and place in freezer.<br/><br/>If soup has not cooled to 41°F within 6 hours, discard.</p> |
| <p>CCP 4<br/>Reheat cooled soup as needed to 165°F.<br/><br/>(Hot hold for service using CCP 2 above. Any soup remaining on steam table at end of day will be discarded</p> | <p>Check internal temperature.</p>                               | <p>Continue to reheat until food reaches 165°F</p>  |

**Verification:** Monitor temperature logs, and/or observe temperature monitoring and calibration practices.

**Equipment utilized at each Critical Control Point listed in above chart:**

**CCP 1:** Oven, Range

**CCP 2:** Soup wells on steam table

**CCP 3:** Walk-in refrigerator, freezer

**CCP 4:** Oven, Range

**Facility:** \_\_\_\_\_ **Preparer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

| <b>Critical Control Points (CCPs)</b> | <b>Monitoring Procedures</b> | <b>Corrective Action</b> | <b>Equipment Utilized (type and quantity)</b> |
|---------------------------------------|------------------------------|--------------------------|---|
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |

**Received by:** \_\_\_\_\_ **Date :** \_\_\_\_\_

**Facility:** \_\_\_\_\_ **Preparer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

| <b>Critical Control Points (CCPs)</b> | <b>Monitoring Procedures</b> | <b>Corrective Action</b> | <b>Equipment Utilized (type and quantity)</b> |
|---------------------------------------|------------------------------|--------------------------|---|
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility:** \_\_\_\_\_ **Preparer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Food Item: \_\_\_\_\_

Flow diagram of descriptive narrative of the food preparation steps:

**HACCP Chart**

| Critical Control Points (CCPs) | Monitoring Procedures | Corrective Action | Equipment Utilized (type and quantity) |
|--------------------------------|-----------------------|-------------------|--|
|                                |                       |                   |  |
|                                |                       |                   |  |
|                                |                       |                   |  |
|                                |                       |                   |  |
|                                |                       |                   |  |

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Facility: \_\_\_\_\_ Preparer: \_\_\_\_\_ Date: \_\_\_\_\_

Food Item: \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

| <b>Critical Control Points (CCPs)</b> | <b>Monitoring Procedures</b> | <b>Corrective Action</b> | <b>Equipment Utilized (type and quantity)</b> |
|---------------------------------------|------------------------------|--------------------------|---|
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Facility:** \_\_\_\_\_ **Preparer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Food Item:** \_\_\_\_\_

**Flow diagram of descriptive narrative of the food preparation steps:**

**HACCP Chart**

| <b>Critical Control Points (CCPs)</b> | <b>Monitoring Procedures</b> | <b>Corrective Action</b> | <b>Equipment Utilized (type and quantity)</b> |
|---------------------------------------|------------------------------|--------------------------|---|
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |
|                                       |                              |                          |   |

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**CRITICAL CONTROL POINTS**

Receive → Store → Cook → Hot  
Hold → Cool → Cold Hold → Reheat

**COOK:**



165 °F for 15 seconds or above for stuffing, poultry and stuffed meats

155°F for 15 seconds or above for ground beef, fish and pork



145°F for 15 seconds or above for all other foods, including shell eggs



**HOT HOLD:** 135°F or above

**COOL:** 135°F to 70°F within 2 hours  
70°F to 41°F in an additional 4 hours

**COLD HOLD:** 41°F or below

**REHEAT:** 165°F for 15 seconds or above rapidly within 2 hours

**H.A.C.C.P.**  
**(HAZARD ANALYSIS AND CRITICAL CONTROL POINTS)**

**WRITTEN PROCEDURES FOR EMPLOYEE TRAINING**

All employees will be trained using the approved Recipe Hazard Evaluations. These evaluations indicate which processes are critical control points, how they will be monitored, and what corrective actions must be taken when critical controls are violated. The approved

Recipe Hazard Evaluations will be available in the preparation area at all times for daily use.

All employees will be issued a copy of all Recipe Hazard Evaluations. They will be expected to be thoroughly familiar with these evaluations prior to their employment.

All employees will be shown how to use and calibrate a metal stem thermometer. A poster detailing proper calibration techniques for a metal stem thermometer will be displayed in the facility. Employees will be required to check and re-calibrate stem thermometers every morning.

Food temperature logs will be kept in the preparation area of the facility for logging product temperatures, taken at the critical control points during the preparation process. These completed logs will be held for one week at a time, for review, as part of the HACCP monitoring system.

Training in basic sanitation will include information which will prevent cross contamination of food products. Training will include:

- Hand washing procedures-performed after eating, drinking, smoking, sneezing, coughing, touching one's hair or skin, using the restroom, handling soiled equipment or utensils, handling raw products or after and "dirty" procedure which would soil or contaminate one's hands, as well as immediately before engaging in food preparation or during food preparation when necessary to prevent cross contamination (i.e. between handling raw and ready-to-eat foods).
- Dishwashing procedures-performed on all utensils, equipment and dishware, especially when these items have contacted raw food products. Wash-Rinse-Sanitize set-up will be discussed and demonstrated to employees to include the proper concentration level of sanitizer solution for a three-compartment sink or chemical sanitizing dish machine. Sanitizer concentration will be routinely verified with the appropriate sanitizer test strips.
- Wiping cloth procedures-if cloth towels are used for spot clean-up, they will be stored in a bucket of sanitizer solution between uses, not to exceed the maximum concentration recommended for the specific sanitizer used. Sanitizer concentration level will be verified with the appropriate sanitizer test strips.

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Food Service Facility

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Signature

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Date

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